

Job Opportunity State Controller's Office



Applications will be screened and only the most qualified will be interviewed. Please call 916-323-3055 to request reasonable accommodations. Voice/CRS Relay (711)

Position:	Accounting Administrator I (Supervisor) – State Accounting Section
Position #:	051-420-4549-010
Salary Range:	\$5,079-\$6,127
Issue Date:	January 29, 2009
Contact:	Candace Martin (916) 324-1867
Location:	Accounting & Reporting 3301 C Street, Suite 500 Sacramento, CA 95816
Final Filing Date:	(Statewide) February 11, 2009

Applications:

Individuals who are currently in this classification, or are eligible for lateral transfer or promotion, or are reachable on a certification list may apply. SROA/Surplus candidates will be given priority.

All hires will be subject to a background check.

For permanent positions, SROA and surplus candidates should attach “surplus letters” to their application. Failure to do so may result in your application not being considered.

Submit a Std.678 State Application and Resume to:

State Controller's Office
Division of Accounting & Reporting
ATTN: Candace Martin
3301 C Street, Suite 500
Sacramento, CA 95816

Please indicate “420-4549-010 (SAS)” on your application. Please indicate the basis of your eligibility in line item number 12 of the STD 678. Applications without this information may be rejected.

If you are interested in working in a fast-paced environment surrounded by enthusiastic and self-motivated people, then look no further. The Office of the State Controller (SCO) is the destination employer within the State of California.

Scope of the Position:

Under the general direction of the Accounting Administrator II (Supervisor), and utilizing a knowledge of the laws of the State of California, fiscal accounting rules and regulations contained in the State Administrative Manual, governmental accounting principles, and procedures prescribed by the State Controller's Office, the incumbent will plan, organize, and direct the work activities of staff assigned to Bond, Investment, and Program Accounting processes. Specific duties include but will not be limited to the following:

Duties and Responsibilities: (Candidates must perform the following functions with or without reasonable accommodations)

- Plan, organize, and direct the work of staff responsible for calculating and allocating quarterly the interest earned for the Surplus Money Investment Fund, the Local Agency Investment Fund, and the Condemnation Fund; monitor and approve Debt Service payments and funding, code and record the interest and principal received on securities purchased by the State Treasurer's Office; establish and maintain the Pooled Money Investment Board bond fund loan accounts; record and maintain the Detailed Investment Program; process offsets; process transfer of cash transactions required for bond accounting; and review and process county remittances of fines and fees.
- Evaluate and/or assess staff performance and other personnel matters to determine needed training or resolve performance problems; initiate disciplinary measures whenever necessary.
- Complete staff performance appraisals and review individualized training plans with staff.
- Conduct staff meetings, communicate department personnel policies, and participate in the hiring and examination processes.
- Work with Section manager to assess workload issues for the purpose of creating annual work plans and workload assignments.

Desirable Qualifications:

- Demonstrated ability to motivate and encourage staff and promote a team environment.
- Demonstrated ability to guide staff performing tasks of varying degrees of complexity.
- Demonstrated ability to communicate effectively with all levels of staff within the Division.
- Effectively research and analyze data and develop and evaluate alternatives.
- Ability to make sound and independent decisions.

The successful candidate will meet the education requirements for this classification.